

Annual Meeting with Faculty

Betsy Cooper, Director
Dance Program

Do your homework

- Review faculty handbook(Ch. 24-57)
- Review previous documentation
- Review annual activity report
- Review student & peer evaluations



The Meeting- overview

- Give yourself enough time
- Be clear about intent & purpose
- Establish a dialogue
- Review teaching, research and service
- Review a plan for the next year
- Leave time for questions, feedback and collaborative brainstorming



The Meeting- communication

- Be honest
- Be objective
- Be constructive
- Be consistent

The meeting- wrapping it up

- Don't make promises you can't keep
- Be a good listener (Ch. 24 FH)
- Connect personal goals to departmental needs, resources and strategic plan
- Conclude with a review of main points & procedures for revision to conference document

Documentation

- Summarize the content of the conference
- Delineate letter into teaching, research and service
- Be straightforward

What if things don't end well?

- Follow guidelines from Faculty Handbook (24-57)

- Act with integrity-keep to the evidence-based record of teaching, research and service

- Don't be intimidated

- Seek advice when necessary and appropriate

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Annual Conference & Merit

- Review procedures for merit recommendation (Ch. 24-55)
- Use the annual meeting, faculty activity report & evaluations to make merit decisions
- Explaining the merit pool to faculty
- Don't shy away from difficult conversations

